

**CITY OF FAIRFAX POLICY AND PROCEDURES  
FOR TEMPORARY OUTDOOR SALE OF  
SEASONAL AND HOLIDAY PRODUCTS**

**SEASONAL AND HOLIDAY SALES INCLUDE CHRISTMAS TREE SALES, NURSERY  
PLANT AND PRODUCE SALES, FIREWORKS SALES, PUMPKIN SALES**

1. Time limit: 2 weeks to 30 days as determined by Zoning Administrator
2. Location must be in a C-2 or C-3 Zoning District.
3. **Occupancy Permit** must be obtained from the Zoning Office (Room 101/385-7820). Inspections from the Building Inspector (Room 103/385-7830) and the Fire Marshal (Room 103/385-7830) may be necessary.
  - The property owner's written permission and a plan of the proposed use showing compliance with setbacks and parking requirements must be submitted with the Occupancy Permit application.
  - A **\$100 refundable clean-up fee** must be deposited with the Zoning Office prior to the issuance of the Occupancy Permit (**\$25**). Any and/or all stands and accessory materials and structures must be completely removed and property cleaned-up within three (3) days of Certificate of Occupancy termination date or **deposit will not be refunded**. *To ensure a prompt refund of your deposit, please request your refund, with receipt number, within one month of date that clean-up requirements have been met.*
  - If applicable, a **Fire Prevention Code Permit** must be obtained from Fire Marshal.
  - If applicable, **Building and Electrical Permits** must be obtained from Building Inspections.
4. **Sign Permit** (\$10) and refundable deposit (\$25) must be obtained from the Zoning Office if sign is proposed. Only one sign, 20 square feet maximum, may be permitted during the time of permit; sign must be displayed on the same property as sales activity.
5. **Business License** must be obtained from Commissioner of the Revenue (Room 210, 385-7884).
6. **Peddlers and Solicitors Permit** must be obtained from Detective Bureau, Police Department, (J.C. Wood Center, 3730 Old Lee Highway, 385-7955).
7. If the use involves hazardous materials a **Hazardous Use Permit** must be obtained from the Fire Marshall.

